

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT PROCEDURE FOR PROCESSING PERSONAL INJURY AND PROPERTY DAMAGE CLAIMS	Number 62.10	Issue 2	Page 1 of 5
	Effective Date May 15, 1970		

POLICY

1. The Department of Public and Employee Affairs is designated as the responsible authority for coordinating the processing of all damage claims to which the City is a party. This includes vehicle accidents as well as any incident involving personal injury or property damage resulting or arising from City operations or activities for which the City may be liable or have cause to recover damages.
2. The Department of Public and Employee Affairs shall refer all claims against the City covered by liability insurance to the City's insurance carrier.
3. All City departments and all City personnel shall cooperate with the Department of Public and Employee Affairs in the execution of this responsibility.
4. The Department of Public and Employee Affairs shall maintain a numbered and indexed file of all documents pertaining to damage claims to which the City is a party.
5. Accidents are to be reported in compliance with Administrative Regulation 80.30.
6. Form PEA-361, "Accident Report Envelope", Form PEA-1551, "Vehicle Accident Report", and Form PEA-1550, "General Accident Report" shall be stocked by Central Stores. As needed, copies of these forms may be obtained by using the established stores procedure.

PROCEDURE FOR PROCESSING CLAIMS FOR DAMAGES TO CITY PROPERTY

RESPONSIBILITY

ACTION

Any Affected City Department

1. Within 48 hours, complete Form PEA-1551, "Vehicle Accident Report", if vehicle involved, or
2. Complete Form PEA-1550, "General Accident Report", involving non-vehicular accidents.
3. Distribute copies as noted on forms.
4. Deliver damaged City vehicles to Equipment Division within 48 hours of accident.

(Supersedes Administrative Regulation 62.10, Issue 1, effective February 28, 1964)

Authorized

(Signed by John W. Witt)

(Signed by W. G. Sage)

(Signed by Walter Hahn, Jr.)

City Attorney

Auditor & Comptroller

City Manager

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RESPONSIBILITY

ACTION

Department of Public and
Employee Affairs

5. Determine extent of liability and feasibility of attempting recovery for damages to City property or losses due to personal injuries to City employees as covered in Administrative Regulation 63.10 and Labor Code Section 3852.
6. Consult with City Attorney on questions of law affecting recovery efforts.
7. Forward copy of Form PEA-1551, "Vehicle Accident Report", or Form PEA-1550, "General Accident Report", with form PEA-1552, "Claims Invoice" to repairing or preparing agency.

Repairing Agency

8. Tag and retain (until release by Department of Public and Employee Affairs) any damaged City property which may be useful in subsequent investigation of accident.
10. Complete Cost-Itemization portion of Form PEA-1552 and return to Department of Public and Employee Affairs.

Department of Public and
Employee Affairs

11. Complete Form PEA-1552 and forward to Auditor and Comptroller for completion of accounting data.

Auditor and Comptroller

12. Complete accounting portion of Form PEA-1552, and distribute as follows:

Original, white, yellow and green to the
Treasurer;

Pink copy - file temporarily

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RESPONSIBILITY

ACTION

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| City Treasurer | 13. Mail original and white copy to addressee, retain yellow copy of PEA-1552 in file for collection purposes and forward green copy to Department of Public and Employee Affairs. |
| | 14. Collect amount of invoice. |
| | 15. Execute a release if requested (original and one copy; original to person executing release, copy to Department of Public and Employee Affairs). |
| | 16. Stamp PEA-1552 "Paid" and forward yellow copy to Auditor and Comptroller. |
| Auditor and Comptroller | 17. Forward pink copy of PEA-1552 to City Treasurer; file yellow copy, which is stamped paid. |
| City Treasurer | 18. Forward pink copy of PEA-1552 to Department of Public and Employee Affairs. |
| | 19. When valid claims are determined to be uncollectible prepare and submit list to City Auditor for transfer to contingent accounts. |
| City Auditor | 20. Prepare requested transfer on Form AC-294, "Journal Voucher" and return to City Treasurer. |

PROCEDURE FOR PROCESSING DAMAGE CLAIMS AGAINST THE CITY

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| Any Affected City Department | 1. Within 48 hours, complete Form PEA-1551, "Vehicle Accident Report", if vehicle involved, or |
| | 2. Complete Form PEA-1550, "General Accident Report", involving non-vehicular accidents. |
| | 3. Distribute copies as noted on forms. |
| | 4. Deliver damaged City vehicle to Equipment Division or other authorized repairing agency within 48 hours of accident. |

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RESPONSIBILITY

ACTION

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| Repairing Agency | 5. | Tag and retain (until released by Department of Public and Employee Affairs) any damaged City property which may be useful in subsequent investigation of accident. |
| | 6. | Inspect damages and enter estimated or actual repair cost information on Form PEA-1552 within 72 hours of accident. |
| | 7. | Distribute copies as noted on forms. |
| Department of Public and
Employee Affairs | 8. | Investigate all claims. |
| | 9. | Prepare resolutions denying or approving claims and forward to the City Attorney for review, when appropriate. |
| City Attorney | 10. | Forward resolutions to City Manager for presentation to the City Council. |
| City Manager | 11. | Sign resolutions and forward to City Clerk. |
| City Clerk | 12. | Place items on Council Docket. |
| | 13. | When acted on by City Council, forward copies of the resolutions authorizing or denying payment to the Department of Public and Employee Affairs and the Auditor and Comptroller. |
| Department of Public and
Employee Affairs | 14. | Prepare Form PEA-1200, "Full Release of all Claims", and Form AC-468, "Request for Direct Payment." |
| | 15. | Forward Form AC-468 to Auditor and Comptroller. |
| Auditor and Comptroller | 16. | Prepare the payment warrant-check and forward it to Department of Public and Employee Affairs. |
| Department of Public and
Employee Affairs | 17. | Deliver warrant-check to claimant who will be required to sign PEA-1200. |

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APPENDIX

Legal References

- (1) City Charter, Section 110 - Claims Against the City.
- (2) State Labor Code, Section 3852.
- (3) California Government Code, Section 900 et seq.
- (4) Administrative Regulation 63.10, Recovery of City Costs for Employee Accidents Caused by Other Persons.
- (5) Administrative Regulation 80.30, Emergency Procedure and Accident Reporting.
- (6) Administrative Regulation 3.20, Request for Resolution, Ordinance and/or Agreement.

Forms Involved

- (1) Form PEA-1552 - Claims Invoice
- (2) Form AC-468 - Direct Payment Request
- (3) Form AM-1472 - Request for Council Action
- (4) Form PEA-1550 - General Accident Report
- (5) Form PEA-1200 - Claims Release
- (6) Form PEA-1551 - Vehicle Accident Report
- (7) Form PEA-361 - Accident Report Envelope
- (8) Form AC-294 - Journal Voucher

Subject Index

- (1) Claims - Personal Injury, Private or Public Property
- (2) Damages - Claims, Private or Public Property
- (3) Injury - Personnel
- (4) Personnel - Claims, Injury
- (5) Property - Claims, Damage